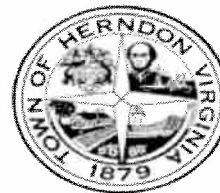


**Rental Information Form**  
**Town of Herndon, Virginia**  
**Department of Public Works**  
**Building Inspections Section**  
**P.O. Box 427**  
**Herndon, VA 20172-0427**  
**(703) 435-6850**



**For:**  
Initial ☐  
Transfer ☐  
Renewal ☐

<b>Property Address:</b> _____	<b>Apartment Complex:</b> _____
<b>Property Owner:</b>	<b>Mgmt. Co./Resident Agent/Responsible Party</b>
(Name) _____	(Name) _____
(Street Address) _____	(Street Address) _____
(City, State, Zip) _____	(City, State, Zip) _____
(telephone) _____ (Day) _____ (Evening) _____	(telephone) _____ (Day) _____ (Evening) _____
<b>Number of Units:</b> _____ <b>Number of Stories:</b> _____ <b>Date of Construction:</b> _____	
<b>Type of Rental Unit:</b> _____ (Townhouse, Condo, Single Family etc.)	<b>Smoke Detectors:</b> _____ (Battery or Permanently Hard Wired Electric)
<b>Please Check All That Apply:</b>	
Utilities Supplied To The Unit:    Natural Gas <input type="checkbox"/> LP/Gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/>	
Heating System:    Gas Fired <input type="checkbox"/> Oil Fired <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____	
Hot Water Heater:    Gas Fired <input type="checkbox"/> Oil Fired <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____	
Additional Applicant Information: _____	
<p>A Rental Information Form must be on file with the Building Inspections Section, all necessary fees paid, and an inspection conducted and approved before that issuance of a Rental Housing License.</p> <p>I have carefully examined and read this information form and know the same is true and correct, and that in renting this dwelling unit all provisions of the Town of Herndon Ordinances and State Laws will be complied with whether herein specified or not.</p>	
(Date) _____	(Signature) _____ (Title) _____
Please notify this office of any changes. E.g. owner's address, agent being added/deleted, property becoming owner occupied or vacant, etc.	
<b><u>SPACE BELOW FOR TOWN OF HERNDON USE ONLY</u></b>	
Date Received _____	Date of Inspection: _____
Receipt Number: _____	Inspectors Name: _____
Fee Paid: _____	
District: _____	Approved: <input type="checkbox"/> Disapproved: <input type="checkbox"/>
Property ID Number: _____	
Please return this completed information form and applicable fees to the Town of Herndon Department of Public Works, Building Inspections Section. Checks should be made out to The Town of Herndon.	